



MINUTES

Wednesday, March 8, 2006

8:30 a.m. – 10:30 a.m.

Missouri Department of Transportation, Creek Trail Drive

The March 8, 2006 meeting was called to order at 8:30 a.m. by Co-Chairs Micki Knudsen and Les Balty.

Agenda Items

OA Personnel Issues – Chester White, OA*

Chester discussed many issues regarding changes/updates in OA Personnel. Among these items, he discussed the memo issued March 1, 2006, from Commissioner Keathley regarding Accountability for Approval of Personnel Actions. He also asked agencies to review the listing of written exams and asked that agencies let OA know which exams are still in use and/or need updated.

Changes to the Employee Suggestion System (MoRE) – Gary Fogelbach, OA*

Currently the on-line forms for suggestions are being directed to OA for evaluation. OA then emails the suggestions to the appropriate agency to determine if the suggestion is worthy for the employee to receive an award. Since most of the suggestions only concern the employee's agency, OA would like to have the suggestions completed on-line and sent directly to the employee's agency. This will shift more of the responsibility to the agencies. Gary would like input from the agencies.

OA Update – Gary Fogelbach, OA

Gary gave a brief update on the status of legislation regarding overtime and minimum wages.

SAM II Update – Gary Fogelbach, OA

The Division of Accounting is working with MOSERS piloting placement of pay stub information for employees to individually access through a secure location. They are hoping to have this done soon.

Other Announcements

This year's SHRM conference will be held in August at Tan-Tar-A.

Next SHRMC Meeting: April 12, 2006, 8:30 a.m.
Location: To be determined.

Meeting adjourned.

***THE HANDOUTS FOR THESE TOPICS ARE BELOW.**




MATT BLUNT
GOVERNOR

MICHAEL N. KEATHLEY
COMMISSIONER

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
JEFFERSON CITY

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TO: Department Directors
FROM: Michael N. Keathley 
SUBJECT: Accountability for Approval of Personnel Actions
DATE: March 1, 2006

RECEIVED
06 MAR -3 AM 8:36
DIVISION OF PERSONNEL
JEFFERSON CITY, MO

In each agency the appointing authority has the ability to make appointments and is responsible for approving any personnel action materially affecting the payroll status of an employee. In Uniform Classification and Pay System (UCP) agencies, the authority to appoint, classify and establish compensation is subject to the provisions of the State Personnel Law and regulations. Similar policies exist for effective personnel management and public accountability in non UCP agencies.

Regardless of the agency, however, I want to remind you it is imperative that **your** agency has effective internal controls in place to insure proper approval, timely transmittal, and appropriate documentation of any personnel pay action. I am asking each department to review their approval processes and provide us with an assurance that internal controls are in place and effective. It is important this request be communicated to various divisions, boards or commissions of your department that are under different appointing authorities.

Further, I am asking each department to provide the following information to the Director, Division of Personnel:

- 1) Provide a copy of the form, memorandum or process used in your department (divisions, boards & commissions) for documenting that the approval by the appointing authority has been obtained prior to a material change being entered into the payroll system. The documentation **should** include the type of personnel action, classification and/or salary change (if any), the effective date, and the appointing authority's signature.
- 2) Indicate the title of the appointing authority or if the appointing authority's approval has been delegated, provide the title of the position responsible for approval.
- 3) Indicate where and how long the documentation for personnel transactions are maintained.

I am asking this information be submitted to Chester White, Director, Division of Personnel, by March 27, 2006. Questions may be directed to Mr. White at (573) 751-3053.

LISTING OF WRITTEN EXAMS BY EXAM BOOKLET CODE 1/30/06

Booklet Code	Job Number	Job Title	Last Revision Date
AC	0311	Accountant I	7-1984
	0312	Accountant II	
AF	0352	Accounting Analyst I	12-1983
	0353	Accounting Analyst II	
AK	0301	Account Clerk I	1-1999
	0302	Account Clerk II	
B	0002	Office Support Assistant (Clerical)	3-2002
	0003	Senior Office Support Assistant (Clerical)	
	0012	Office Support Assistant (Stenography)	
	0013	Senior Office Support Assistant (Stenography)	
	0022	Office Support Assistant (Keyboarding)	
	0023	Senior Office Support Assistant (Keyboarding)	
	0021	General Office Assistant	
BD	0368	Budget Analyst I	7-1982
	0369	Budget Analyst II	
BI	5118	Probation & Parole Assistant I	5-1995
	5119	Probation & Parole Assistant II	
BU	0221	Buyer I	8-1982
	0222	Buyer II	
CA	5020	Corrections Classification Assistant	1-1998
CF	0729	Contributions Deputy	8-2002
	0783	Contributions Technician	
CH	0361	Compliance Auditor I	1-1984
	0362	Compliance Auditor II	
CJ	4111	Chemist I	4-1987
	4112	Chemist II	
CK	2061	Cook I	5-2002

2062 Cook II

CM	4385	Community Mental Health Technician	4-1986
CN	5264	Child Support Enforcement Technician	4-1986
CP	0660	Capitol Police Officer *** will be obsoleted in this week's EASE update of this classification; will now consist of a combined oral examination and Education & Experience rating.	3-1990
CT	2063	Cook III	7-2002
CZ	0132	Computer Operator Trainee	9-2003
DA	4302	Security Attendant	5-2003
DR	4710	Drafter I Drafter II	10-1986
DV	4380	Developmental Assistant	7-1986
E	0781	Claims Technician I	3-2003
EC	0719	Claims Examiner	12-1985
ED	0133 0134 0135	Computer Operator I Computer Operator II Computer Operator III	8-1998
FA	0714	Unemployment Insurance Auditor II	8-1981
FH	2071	Dining Room Supervisor	11-1999
FI	0623 0624	Reimbursement Officer I Reimbursement Officer II *** exam 1-3-06; DMH wishes to keep this test.	4-2003
FM	2066 2067	Food Service Manager I Food Service Manager II	8-2002
FS	2074	Food Service Helper II *** will be obsoleted in this week's EASE update of this classification; will now consist of a combined oral examination and Education & Experience rating.	4-1999
GE	4762	Geologist I	10-2002
HK	2004	Housekeeper I	6-1982

	2005	Housekeeper II	
HS	2002	Custodial Worker II	6-1982
	2003	Custodial Work Supervisor	
LA	4102	Laboratory Assistant	4-1981
ME	4150	Medical Laboratory Technician I	10-1985
	4151	Medical Laboratory Technician II	
MS	5340	Medicaid Clerk	9-1999
	5341	Medicaid Technician	
	5342	Medicaid Specialist	
		*** reviewed in November, 2005	
NA	4312	Nursing Assistant II	3-1981
		*** will be obsoleted in this week's EASE update of this classification; will now consist of a combined oral examination and Education & Experience rating.	
OQ	4418	Activity Aide I	1-1987
		*** test obsoleted when class was converted to 100% Education & Experience rating when it went to EASE on January 11, 2006	
OR	4419	Activity Aide II	1-1987
	4420	Activity Aide III	
		*** test obsoleted when class was converted to 100% Education & Experience rating when it went to EASE on January 11, 2006	
PA	4307	Psychiatric Aide I	3-1986
	4308	Psychiatric Aide II	
PE	0627	Personnel Clerk	8-1998
PN	0556	Planner I	6-1992
	0557	Planner II	
		*** is currently under review for possible replacement with Experience & Education rating.	
PU	0451	Public Information Specialist I	12-1993
	0452	Public Information Specialist II	
RA	0431	Research Analyst I	8-1982
	0432	Research Analyst II	
		*** is currently under review for possible replacement with Experience & Education rating.	
RC	5026	Recreation Officer I	5-1982

	5027	Recreation Officer II	
RF	5082	Regional Family Specialist	10-1982
S	2032	Sewing Worker	1-1984
	2033	Sewing Work Supervisor	
SC	0201	Stores Clerk	1-2003
	0202	Storekeeper I	
	0203	Storekeeper II	
SD	4303	Security Aide I (Psychiatric)	4-1985
	4304	Security Aide II (Psychiatric)	
SE	5116	Correctional Services Trainee	2-1992
	5117	Probation & Parole Officer I	12-2003
SI	4780	Soli Scientist I	11-1988
SM	0205	Supply Manager I	1-2003
	0306	Supply Manager II	
SS	4491	Substance Abuse Counselor Asst I	3-1987
	4492	Substance Abuse Counselor Asst II	
	4493	Substance Abuse Counselor I	
SY	0655	Security Officer I	12-1986
	0656	Security Officer II	
	0657	Security Officer III	
	0658	Chief Security Officer	
TA	3031	Educational Assistant I	5-1983
	3032	Educational Assistant II	
VC	5202	Caseworker	4-1996
VE	6215	Vocational Enterprises Supervisor II	1-2001
		*** test obsoleted when class was converted to 100% Education & Experience rating when it went to EASE	
WM	2042	Security Guard	7-1986
WO	7200	Water Patrol Officer	7-2004
		*** test last reviewed in 12-2006	
WS	5199	Social Service Worker I	1-1998
	5200	Social Service Worker II	

*** written test due to be replaced with an Education & Experience Rating at the agencies' request when their new class specs are finalized

XC	3059	Guidance Counselor I	1-1982
	3061	Guidance Counselor II	

YS	5076	Youth Specialist Trainee	8-1990
	5077	Youth Specialist	8-1990

*	5001	Corrections Officer I	
		*** test is a purchased video test that the applicants provide test answers while viewing	

MoRE State Employee Suggestion System (Proposed Revision)

Other Proposed Revisions:

Agency Coordinators may forward any suggestion to be placed on a state-wide suggestion "*bulletin board*." State agencies can review the bulletin board periodically to see if a posted suggestion could help them.

Twice each year, Agency Coordinators submit a report to OA outlining the results of the program in their agency.

Every year, each agency may submit one nomination for "Suggestion of the Year" to be recognized during the annual State Employee Recognition Day Ceremony.

